

Office Moving Services
User's Instructions



Department of General Services
Office of Procurement
707 3rd Street, 2nd Floor
West Sacramento, CA 95605

STATE OF CALIFORNIA
MASTER SERVICE AGREEMENT

OFFICE MOVING SERVICES
USER INSTRUCTIONS

CONTRACT NO.'S: 5-08-99-15 THROUGH 5-08-99-19 And 5-08-99-22 THROUGH 5-08-99-27
CONTRACTORS: VARIOUS
CONTRACT SERVICE: OFFICE MOVING SERVICES
CONTRACT TERM: AUGUST 1, 2008 THROUGH JULY 31, 2011
DISTRIBUTION LIST: http://www.pd.dgs.ca.gov/masters/officemove.htm

CONTRACT ADMINISTRATOR:

Joyce Griffin
DGS Procurement Division
Multiple Award Program
707 3rd Street, 2nd Floor
West Sacramento, CA 95605-2811
Phone: 916-375-4576 Fax: 916-375-4663
E-mail: Joyce.Griffin@dgs.ca.gov

ORIGINAL SIGNATURE ON FILE Date 8/14/08
Skip Ellsworth, Manager

Multiple Awards Program

TABLE OF CONTENTS

A. INTRODUCTION/CONTACTS/KEY ELEMENTS.....	PAGE 3
1. Introduction.....	PAGE 3
2. Department Contact	PAGE 3
3. Contractor Information.....	PAGE 4
4. Contract Term.....	PAGE 4
5. DGS Fee.....	PAGE 4
6. Small Business Preference.....	PAGE 4
7. Disabled Veterans Business Enterprise (DVBE).....	PAGE 4
8. Contractor Performance Reporting.....	PAGE 4
B. ORDERING PROCEDURES.....	PAGE 5
1. Statement of Work and Scope of Services.....	PAGE 5
2. Description of Services (with CPUC Item Numbers).....	PAGE 5
3. Discount Information by County.....	PAGE 5
4. Contractor Information by County.....	PAGE 6
5. Ordering Information.....	PAGE 6
6. Order Initiation.....	PAGE 7
7. LPA File Documentation Checklist.....	PAGE 8
8. Local Agencies Guidelines for use of this MSA.....	PAGE 8
MSA – REQUEST FOR OFFER (SAMPLE)	PAGE 9
MSA – CHANGE ORDER FOR SERVICES	PAGE 10
MSA – MOVER'S INFORMATION FORM.....	PAGE 11
MSA – CONTRACT PERFORMANCE REPORT.....	PAGE 12

Office Moving Services
User's Instructions

A. INTRODUCTION / CONTACTS / KEY ELEMENTS

1. INTRODUCTION

The Office Moving Services Master Services Agreement (MSA) provides State agencies with an opportunity to acquire office moving services from a pre-qualified list of Contractors. The MSA includes services and discounts offered by eleven (11) Contractors, statewide and regional. Three (3) of the Contractors are California certified Small Businesses and one (1) has committed to use a Disabled Veteran Business Enterprise as described below.

This is not a mandatory-use Agreement. Agencies may choose to obtain quotes independent of this MSA. However, since the State Uniform Price Schedule (UPS) will be eliminated October 1, 2008, office moving services must be performed under a Standard Agreement (Std 213) or other agency service order document depending on the total amount of the project.

The State of California makes this MSA available to local governmental agencies; however, each local agency must determine that the use of this MSA is consistent with its procurement policies and regulations.

NOTE: THIS MSA IS NOT INTENDED TO TRANSPORT FREIGHT (SUCH AS ARCHIVE BOXES, ETC.). PLEASE CONTACT THE TRANSPORTATION MANAGEMENT UNIT AT 916-376-1888 IF YOU HAVE ANY QUESTIONS REGARDING FREIGHT SHIPMENTS.

MOVING OR RECONFIGURING MODULAR FURNITURE THAT IS CONNECTED TO THE BUILDING BY BOLTS, CABLE, ETC., IS NOT COVERED BY THIS MSA PER THE FOLLOWING RFP STATEMENT:

"This solicitation and resulting contract is for office moving services for free-standing office furniture and equipment, and shall not call for or authorize the un-bolting, un-securing, un-mounting or un-affixing (or bolting, securing, mounting or affixing) of any office furniture or equipment to the floor, ceiling, walls or realty. Such activities are not a part of the scope of work of this solicitation and resulting contract and shall not be performed by the contractor."

This MSA includes a provision to refresh the bidder list on an annual basis. Carriers not currently on the pre-qualified contractor list will be given the opportunity to be placed on the list at that time.

2. CONTRACT ADMINISTRATOR

Joyce Griffin
707 3rd Street, 2nd Floor
West Sacramento, CA 95605
Phone: 916-375-4576 Fax: 916-375-4663
E-mail: Joyce.Griffin@dgs.ca.gov

Office Moving Services
User's Instructions

3. CONTRACTOR INFORMATION

Contractor information can be obtained by opening the Price List and Contact Information document at www.pd.dgs.ca.gov/masters/officemove.htm and selecting the tab labeled "Contact Info" to view the contact information.

4. CONTRACT TERM

Contracts are effective from August 1, 2008, through July 31, 2011. This MSA also contains provision for two one-year optional extensions. Order placement and contract execution shall be on or before the expiration date of the MSA. Delivery of the goods and/or services requested must be completed within one (1) year after the MSA expiration date.

5. DEPARTMENT OF GENERAL SERVICES FEE

The Department of General Services (DGS) charges the users of this contract an administrative fee. The DGS administrative fee is a specified percentage of invoiced sales. DGS shall annually set the percentage for such administrative fee and shall notify the agencies of the percentage set each year.

See the Department of General Services, Fiscal Services web page at <http://www.ofs.dgs.ca.gov/price+book/p/purchasing.htm>. The DGS administrative fee is not included in the cost of the services provided on this contract. Local agencies must agree to the State's administrative fee. This fee will be billed directly to the agency by DGS.

6. SMALL BUSINESSES

DJT Enterprises, OSDS #03693
Mother Lode Van & Storage, OSDS #31587
Wind Dancer Moving Company, OSDS #186026

7. DISABLED VETERAN BUSINESS ENTERPRISES (DVBE)

Service West, Inc. has committed to subcontract 5% to Sumrall Solutions LLC (OSDS #33460) at 4524 Mapleplain Ave., Elk Grove, CA 95758 – 916-799-7285, for project management and storage.

8. CONTRACTOR PERFORMANCE REPORTING

If a Contractor is either performing in an outstanding manner or if problems are encountered, agencies are encouraged to complete a State Agency MSA Contract Performance Report. Please send this report to the Department of General Services address on page 3. The MSA Contract Performance Report can be found on page 12. If a Contractor receives several (three or more) substantiated and unresolved reports of poor service within a year, that Contractor will be suspended from the MSA for a period of not less than ninety (90) days.

Office Moving Services
User's Instructions

B. ORDERING PROCEDURES

1. STATEMENT OF WORK AND SCOPE OF SERVICES

Please refer to the contract and statement of work which explains the ordering agency's and the contractor's responsibilities at the website below:

<http://www.pd.dgs.ca.gov/masters/officemove.htm>

2. DESCRIPTION OF SERVICES (with California Public Utilities Commission (CPUC) Item Numbers)

- a) Labor Rate (Item 320) – This rate includes all hourly labor charges for packing, unpacking, relocating, transporting, installing, etc.
- b) Materials – This discount is applied to the rate for cartons, tape and carts as shown in the Contractor Rates spreadsheet available on this website.
- c) Mileage (Item 310 & 390)– The mileage rate applies when the move is over 100 miles and is based on the cost to move each 100 pounds a designated distance. For example, to move 1000 pounds of goods 120 miles would cost \$484.50 (\$48.45 per 100 pounds). If a 30% discount is applied, the total cost would be \$339.15. The shipper must request weight certificates on all shipments over 100 miles.
- d) Storage (Item 160) – This item covers storage costs for up to 90 days. Any storage required thereafter will be under a separate contract. Weight certificates are required.
- e) Other Accessorial Charges (Items 140, 148, 152, 156 & 164) – These are additional charges (for moves over 100 miles) that may apply for carrying goods long distances or up stairways, for making several stops for pickups, for split deliveries or combinations of such, and for handling light or bulky articles.

3. DISCOUNT INFORMATION BY COUNTY

The Contractors responded to the RFP by bidding minimum discounts from the CPUC Maximum Rate Tariff 4 rates for all moving categories for each county in which they offer services. The CPUC rates can be accessed at:

<ftp://ftp.cpuc.ca.gov/static/cec/movers/080110MaxRateTariff4.pdf>

The fifty-eight (58) counties are listed on the webpage. Select a county to view the Contractors and the minimum discount rates offered. The Contractors must provide office moving services within each county and service category for which they are listed.

4. CONTRACTOR INFORMATION BY COUNTY

Once you have identified the county in which the move is to be performed or initiated, click on the **county** name at the bottom of the webpage. This will take you

Office Moving Services User's Instructions

to the page containing the Contractor rate information. It will show the CPUC tariff website which is the basis for the discounts, the CPUC rates for labor and materials (the listed materials replace the materials shown in the CPUC tariff), the contractor's minimum discounts and the rate after the discount was applied to the CPUC tariff amount. Contractors are ranked from left to right in order of total points awarded. The labor rate shown is the maximum amount the Contractor will charge in that county. Contractors are free to provide greater discounts in their responses.

Choose one to three or more Contractors (depending on the size of the job) to receive a RFO. Click on the Contractor's name at the top of the column which will take you to the tab for contact information or click on the "contact Info" tab.

5. ORDERING INFORMATION

- a) State and qualified local government agencies may request services from the list of awarded contractors in the county in which the move will occur or originate.
- b) During the MSA contract term, state agencies' orders are limited to a maximum of \$500,000 per contract order. There shall be no minimum dollar value (applied by contractor) on any contract order.
- c) For moving projects estimated at over \$5,000, the request shall be sent to at least three (3) of the Contractors listed for that county. Contractors shall view the agency work site before providing an offer.
- d) State and/or local ordering agencies shall give the Contractor at least ten (10) calendar days advance notice to request moving services. The Contractor shall make every effort to provide the services at the date and time requested. See SOW page 4 (on this website) for delay penalties.
- e) Rescheduling or Cancellations - If service is requested and accepted by a Contractor then rescheduled or cancelled by the ordering agency, the following shall apply:
 - 1. Provide rescheduling notice more than 48 hours before the move = no charge.
 - 2. Provide cancellation notice more than 24 hours before the move = no charge.
 - 3. Provide cancellation notice less than 24 hours before the move = charge may apply of no more than \$75.00 plus cost of any materials provided and used by agency.
- f) Contractors shall provide the agency with the following upon request:
 - 1. Names of personnel providing services
 - 2. CPUC Certification
 - 3. Insurance certificate
 - 4. Names of subcontracting firms
 - 5. Performance Bond, if required

Office Moving Services
User's Instructions

6. ORDER INITIATION

- a) State agencies may use the Standard 65, Purchasing Authority Purchase Order, for jobs estimated at \$50,000 and under. You may obtain the Std. 65 at the following link:

<http://www.documents.dgs.ca.gov/osp/pdf/std065.pdf>

Once an agency procurement official has obtained the proper departmental and/or agency approvals, complete the Std. 65, then mail or fax it directly to the Contractor to complete the order. **NOTE:** A Std. 65 may not be amended. If a possibility exists that additional work may be required for that project or if work is of an on-going nature, a Std. 213 should be used regardless of the amount. When using the Std 213, the original contract amount may not be amended by more than fifteen percent (15%).

NOTE: Services under \$5,000 do not require more than one offer or bid. Agencies may acquire the services through the same process they use for ordering any other type of service.

- b) A Standard Agreement (Std.213) must be used by State agencies for any job estimated to exceed \$50,000 or for continuing use, such as an annual contract. You may obtain a copy of the Std. 213 at the following link:

<http://www.documents.dgs.ca.gov/ols/CONTRACTING%20INFO/STD213-JUNE%2003.doc>

Local agencies should use similar language on any form used in conjunction with this Master Service Agreement.

- c) For any job over \$5,000, the RFO shall be included as part of the purchasing document.
- d) All agencies using this MSA shall submit a copy of their ordering document to the MSA Contract Administrator.
- e) Either contracting document must include the Agency contact information, MSA number and Agency billing code.
- f) The Ordering Agency completing the RFO (see Sample on page 9) should include the following information:
1. Agency contact information
 2. Requested date of move
 3. Work Hours (will overtime be allowed? Is work to be performed on the weekend? Per DIR prevailing wage determination, any work on Saturday or Sunday requires payment of overtime.)
 4. Location (from and to)
 5. Inventory of items (recommended)
 6. Will work involve modular furniture? (see the SOW for services covered)

Office Moving Services User's Instructions

7. Who will be responsible for packing contents of desks and files? (Usually the agency staff handles this.)
 8. Any special conditions of the job or work site (stairs, elevators, parking, bonds, security issues, etc.)
- g) Ordering agencies shall compare RFO responses and select the lowest priced Contractor.
- h) The ordering State agency or department must obtain approval from the DGS Office of Legal Services (OLS) if the service contract amount exceeds \$50,000 (unless the State agency has an OLS Exemption greater than \$50,000) per State Contract Manual, Volume II, Chapter 6, Section 6.A1.2. Follow the routing procedures used for non-IT service contracts.
- i) A Mover's Information Form is included on page 11 to assist agencies in documenting work hours of Contractor's employees.
- j) State agencies shall send one copy of the approved order/contract form to:

DGS Procurement Division
Multiple Award Program Section (MAPS)
707 Third Street, 2nd Floor, MS 202
West Sacramento, CA 95605

7. LPA File Documentation

Users of this MSA are **NOT** required to have a **signed** copy of the MSA Std. 213 in their procurement files. Pursuant to the Purchasing Authority Manual, Chapter 6, Leveraged Procurement Agreements, Topic 4 – Documenting the Results of a LPA Offer, agencies only need to document in their procurement file where the complete contract is located. Only unsigned copies of the Std. 213 are posted on the website. An agency may request a signed hard copy of the Std. 213, and it will be mailed within two weeks from the date of the request.

8. Local Agencies Guidelines for use of this MSA

Local Agency Reporting—send one copy of the approved order/contract form to DGS/Procurement Division, Attn: Multiple Award Program Section (MAPS). The local agency resolution, if required, approving use of the MSA must be attached to the approval order/contract. The local agency order/contract document **must** include the DGS billing code. *If a local agency has not been assigned a DGS billing code, it may obtain one by e-mailing the following required information as follows:*

1. Complete Agency Name
2. Complete Agency billing address
3. Agency billing contact name
4. Agency billing contact's phone number

To: Marilyn.ebert@dgs.ca.gov
Cc: Wilson.lee@dgs.ca.gov

Office Moving Services
User's Instructions

Upon receipt of the local agency's e-mail, Marilyn or Wilson will assign and e-mail the billing code back to the requesting local agency.

Office Moving Services
User's Instructions

"REQUEST FOR OFFER (RFO)
OFFICE MOVING SERVICES
RFO #: _____ for MSA 55402

Date: _____ County: _____

Carrier Name and Address: _____

Agency Contact: _____ Phone # _____

Job Location: _____

Date and Time: _____ Report to
(Name & #): _____

Description of Work and Special Instructions (use add'l pages as required):

Number of personnel needed: Driver(s) _____ Helper(s) _____

Estimated Hours _____ Vehicles/Equipment Needed: _____

Inventory list attached: Yes _____ No _____

Based on the information provided above, please fill in the required information in the table below:

<u>Category</u>	<u>Unit of Measure</u>	<u>Quantity</u>	<u>Rate Offered</u>	<u>% Discount off MAX 4 Rate</u>	<u>Extended Total</u>
<i>Labor</i>					
<i>Materials:</i>					
<i>Mileage</i>					
<i>Storage</i>					
<i>Other Charges</i>					
<i>Grand Total</i>					\$

NOTE: Unit of measure could be "person", "carton", "per day", etc. Rate Offered would be the dollar value which corresponds to the % discount for each category.

Carrier Signature _____ Agency Signature _____
Date _____ Date _____

Office Moving Services
User's Instructions

**OFFICE MOVING SERVICES
MSA 55402
MOVER'S INFORMATION FORM**

Date: _____ Department: _____

Std 213/65 # _____ Contractor: _____

Contractor Personnel:	(1) D/H	Start Time*	Stop Time*	Lunch, Etc.
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

State Move Coordinator Verification:

Name

Signature

Phone Number

(1) D=Driver H=Helper

*At Job Site(s) (No Portal-to-Portal)

Office Moving Services
User's Instructions

MASTER SERVICE AGREEMENT
CONTRACTOR PERFORMANCE REPORT

GENERAL INFORMATION:

Date: _____ Order Number: _____

Dept. and Agency Name: _____

Contact Person: _____ Telephone # _____

Contractor Name: _____

Contact Person: _____ Telephone # _____

Description of Items/Services Requested: _____

ISSUE:

Was service provided to your satisfaction? Yes _____ No _____

Provide a brief explanation of what happened: _____

What actions have been taken? _____

What actions, if any, are you requesting to be taken? _____
